

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE

NO. 966-3

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## RECORDS RETENTION AND DISPOSAL SCHEDULE

UMBC

GRADUATE SCHOOL

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>Graduate Faculty Files (Resumes)</u>	Retain for five (5) years, then destroy.
2.	<u>Graduate Faculty Meeting Files</u> (Minutes and general papers)	Retain minutes permanently for eventual transfer to the school archives, all other papers retain for five (5) years, then destroy.
3.	<u>Graduate Council</u> (no minutes)	Retain until no longer needed.
4.	<u>Faculty Senate</u> (no minutes)	Retain for five (5) years, then destroy.
5.	<u>Statistics</u> (student)	Retain for five (5) years, then destroy.
6.	<u>Graduate Programs Proposals and Course Descriptions</u>	Retain for five (5) years, then destroy.
7.	<u>Financial Aid Data</u>	Retain for three (3) years after termination of AID or until all audit requirements have been fulfilled.
8.	<u>Graduation Files</u>	Retain for five (5) years, then destroy.
9.	<u>Faculty Research Awards and Faculty Fellowships</u>	Retain for three (3) years after termination or until all audit requirements have been fulfilled.

Schedule Approved by Department,  
Agency, or Division RepresentativeSchedule Authorized by  
Hall of Records Commission

Date

Signature

Title

Date

State Archivist

5/20/83 - Hugh D. Graham DEAN

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	Description	Retention
10.	<u>Capital Inventory</u>	Retain for three (3) years or until all audit requirements have been fulfilled.
11.	<u>Faculty &amp; Staff Personnel Files</u>	Retain for four (4) years after termination of employment, then destroy.
12.	<u>Accounting Files</u>  Purchase Orders Requisitions IDT's Invoices Payroll printouts Time & leave printouts Journals	Retain for three (3) years or until audit requirements have been fulfilled.
13.	<u>Budget Files</u>	Retain final printout for five (5) years, then destroy.
14.	<u>Individual (daily) Time Sheets</u>	Retain for one (1) year, then destroy.
15.	<u>Graduate School Publications</u>	Retain one (1) copy permanently for eventual transfer to school archives.
16.	<u>Research Files</u>  General information, proposals, fellowship applications, background material on each. (Most have not been funded.)	Retain for five (5) years, then destroy.
17.	<u>General Correspondence</u>  Subject arrangement of original incoming copies of outgoing letters, memoranda reports, studies, policies, directives and other miscellaneous papers relating to this department.	Screen annually. Destroy that material no longer needed for current business. Retain permanently directives and other material relating to planning and policy that illustrate the development of this office, for eventual transfer to the school archives.